

## DEPARTMENT OF TRANSPORT

*Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan.*

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 19 November 2018
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.  
**Erratum:** Kindly note that the post of Deputy Director: Ship and Port Security with Reference Number: DOT/HRM/55 advertised in Public Service Circular number 37 of 2018, closing date 01 October 2018, the requirements should read as follows: An appropriate Diploma / Degree in Security studies or equivalent qualification at NQF Level 6 or 7 as recognised by SAQA with a minimum of at least 5 years' experience in Junior Management Level (Assistant Director) in Maritime, SANAI Security Management Certificate and Training in the maritime security industry will be an advantage. Applicants who applied previously must not re-apply again.

## OTHER POST

- POST 44/119** : **SENIOR ADMINISTRATIVE OFFICER: MULTILATERALS AFRICA (REF No: (DOT/HRM/78))**  
 (Branch: Civil Aviation)  
 (Chief Directorate: Aviation Policy and Regulation)  
 (Directorate: Multilaterals)  
 (Sub-Directorate: Multilaterals Africa)
- SALARY** : R 299 709 annum (Level 8)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or Degree in Transport Management or Transport Economics and / or Public Administration or relevant qualification at NQF level 6/7 as recognised by SAQA with minimum working experience of at least three (3) years. Note: The following will serve as a recommendation: Knowledge of the aviation industry; Understanding of Civil Aviation Regulatory Frameworks; Knowledge of the ICAO, AFCAC, SADC and SASO setup and how they link with Member States; Knowledge of the relationship between the Department of Transport and its Agencies; Good computer skills; Organisation skills; Project Management; Excellent report writing skills; Excellent communication skills both written and verbal and willingness to travel and work beyond normal hours.
- DUTIES** : The incumbent will be expected to take overall responsibility of the administration of the Sub-Directorate; Administration of proper distribution of State Letters and responses to ICAO, AFCAC, SADC and SASO; Administration of the South Africa delegation attending multilateral meetings; Co-ordinate all multilateral Africa preparatory meetings, take minutes and ensure that they are conducted effectively; Assist with facilitating the constitutional process for regional agreements and protocols relating to civil aviation; and Communicate with stakeholders and multilateral organisations.

**ENQUIRIES**

: Ms Y Pillay; Tel No: (012 309 3258)